



## Procurement Department

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### Addendum No. 1

Date: **January 11, 2020**

Re: **Virtual Substitute Teacher Services**

RFP No.: **521-4-1-21**

The following information becomes part and parcel of Request for Proposal (RFP) #521-4-1-21 effective this date. Firms must acknowledge receipt of this addendum in their solicitation response. Firms may have the right to protest this addendum.

#### Inquiries/ District Responses

Before the solicitation inquiry deadline, the District received questions regarding this solicitation. The firm's questions are listed below with the District end-user's response in **bold type**.

1.) Who is currently providing the Virtual Substitute Teacher services to the District?

**Proximity Learning; however, these are not always substitutes by definition, they are temporary assignments. They are the teacher of record in the absence of a teacher whether by leave or by unfilled vacancy.**

2.) What are the rates paid for the services provided currently?

**A full year, full-time position is estimated at \$45,000. This is pro-rated based on the anticipated length of time of the contract period, and the number of classes/hours taught daily during that time.**

3.) How many vendors or service providers do you anticipate to be selected?

**This information is unknown as the District does not know how many responsive proposals may be received.**

4.) Are these services virtual for all five years?

**Yes, they are virtual, but live instruction with interaction from teacher with students.**

5.) What are your current pay rates for these services?

**Approximately \$32 per hour per teacher.**

6.) Who is your current vendor for these services?

**Proximity Learning.**

7.) What are the current bill rates for these services?

**Approximately \$10,500 per quarter.**

8.) Are these services union-based?

**No.**

9.) Are credentials for substitute teachers required?

**Yes, South Carolina Teacher Certification is required. These teachers provide live instruction in an online setting and operate as the teacher of record for the students.**

10.) Are vendors required to provide necessary equipment (webcams, microphones, etc.?)

**Yes, equipment and technology set-up and support should be included with the exception of Promethean/Smart Boards for classroom based instruction, or student laptops or equivalent for in classroom/virtual instruction. The proposing company will need to provide all other technology devices/equipment to the teacher as well as training for the classroom facilitator when conducted in a classroom setting.**

11.) Are vendors required to create customized software for the District?

**Vendors should be able to integrate their software with The School District of Greenville County's system, but not necessarily create customized software. Software licensure, onboarding, and technical support/training should be included as part of the overall package.**

12.) What is the estimated spend for this contract?

**Up to \$45,000 per teacher for a full year, full time position.**

13.) How many substitutes do you anticipate needing on a weekly basis?

**3-4 positions annually, but not always on a weekly basis. These are generally long term assignments for hard to fill positions ranging from one semester up to a full year.**

14.) How many hours will each substitute work on a weekly basis?

**During the contracted time period, the teacher could work up to 7.5 hours daily for full time positions and then adjusted accordingly by number of periods taught if not full time.**

15.) On average, how many certified teachers are needed annually? Long-term? Short-term/day to day?

**See answer for Question Number Thirteen (13).**

16.) Does the District currently contract for these services? If so, with how many agencies?

**Yes; One.**

If so, are the current agencies able to meet the District's needs?

**Yes.**

What are the current rates?

**See answer for Question Number Five (5).**

17.) Will subs be required to come in person when safe for staff and students to return?

**No.**

18.) Can you provide a breakdown of the points/weights for the scoring criteria?

**Evaluation Factors are weighted as follows:**

1. **Cost: Instructor fee – 20%**
2. **Set up costs and support fees: class set up, user licenses, facilitator on-boarding, technical support, etc. – 20%**
3. **Staff and Company Qualifications – 20%**
4. **Proposer’s Ability to accommodate long term and short term requests – 20%**
5. **Proposer’s Experience in providing Similar Services – 10%**
6. **References – 10%**

19.) Is there an anticipated date for the Addendum with responses to all questions submitted?  
**Addendum will be issued after the Inquiry Deadline has passed.**

20.) What is the anticipated award date?  
**There is no anticipated award date.**

21.) What is the expected implementation date for the certified teachers to start?  
**As soon as needed; right now, the District does not have any current needs.**

22.) What platform(s) is the district currently using to support distance learning?  
**Google classroom.**

23.) “*Firm A*” submitted their Terms and Conditions/ “*Master Agreement*” for review by the District on January 5, 2021 at 3:42 P.M.

The submitted firm’s Terms and Conditions are acceptable if the following revisions occur:

- **Document must reflect South Carolina as compared to Michigan**
- **Page Three (3) , Paragraph Two (2), it states, “...Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or having requesting {Firm A} to remove Supplied Staff from working with any of Client’s students;...”. The District requires this statement be revised to state as follows, “...Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or having requesting {Firm A} to remove Supplied Staff from working with any of Client’s students;”**
- **Page Five (5), Sentence Two (2), The District requires the sentence must state as follows, “This Agreement shall supersede and replace any 2 Party Agreement in place between {Firm A} and the ISD or any Constituent School District that is already enforce except for the terms and conditions contained in Request for Proposal 521-4-1-21 (hereinafter “RFP”), which shall be incorporated by reference as part of this Agreement. The terms and conditions of the RFP shall take priority and precedence over any conflict with any other term or condition in this Agreement”.**
- **Page Six (6), Paragraph Three (3) which states, “Client will hold harmless and indemnify {Firm A}, its officers, directors, employees and agents, from and against all liability, damages, fire, causes of action, losses, costs or expenses (including attorney fees) which result from the acts or omissions by Client or/or its employees and/or agents”, must be deleted. The District cannot do so in accordance with S.C. law.**

All other terms and conditions of the solicitation remain unchanged and in force.

Thank you for your interest in the District.

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Tonya A. Stroud  
 Procurement Officer